




STATE OF TENNESSEE  
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MARK A. EMKES  
COMMISSIONER

**MEMORANDUM**

**All Subrecipients 2012 – 06**

TO: OCJP Subrecipients  
FROM:  William J. Scollon, Director, OCJP  
DATE: November 15, 2011  
RE: Revised Food and Beverage Policy

Additional Food & Beverage Policy Guidance issued by the Department of Justice after 10/7/2011 requires that OCJP drastically revise its Food & Beverage Policy.

Thus, OCJP subrecipients should not use the 2011/2012 OCJP Administrative Manual or Memorandum #2012-05, Food & Beverage Policy, dated 10/7/2011 as guidance for the purchase of food, snacks and/or beverages. OCJP subrecipients must instead refer to this Memorandum #2012-06, dated 11/15/2011 as the sole guidance for the use of OCJP grant funds to pay for food, snacks and/or beverage expenses.

**From this date forward, COVERDELL, JAG, NCHIP, RSAT, SASP, STOP and VOCA subrecipients can no longer use grant funds or match to purchase food, snacks, and/or beverages. Food, snack and beverage costs continue to be unallowable for State Drug Court funding.**

**Please email your OCJP Program Manager no later than November 22, 2011**, if your agency has budgeted COVERDELL, JAG, NCHIP, RSAT, SASP, STOP and/or VOCA funds for the purchase of food or beverages for any purpose. Some examples of food, snack and beverage costs, that you must alert your OCJP Program Manager to include:

- Using grant funds to provide participant's lunch at a 1-day training event,
- Using grant funds to contract with a vendor to provide beverages, snacks, and/or meals during a multi-day training event,
- Using grant funds to provide beverages, snacks or a meal during a professional meeting or a meeting involving program participants/clients; and
- Using grant funds to provide beverages, snacks or a meal during a volunteer appreciation event, etc.

OCJP Program Managers will carefully review your situation to determine if one of the few exceptions to the purchase of food, snacks and/or beverages applies to your event and will help you plan accordingly.

**This policy revision does not affect FVPSA grants or state grants such as METH (GMI), Drug Court, etc. However, all food, snack and beverage expenses paid for by FVPSA or state grant funds (except State Drug Court grants) must be pre-approved by your OCJP Program Manager. Note: If your current budget includes food/snack/beverage costs, then the expense has been pre-approved.**